
Job Description

Circular Economy Lead

Position Details

Job Title:	Circular Economy Lead
Role type:	Part-time
Reporting to:	General Manager
Location:	ENM Office based in Palmerston North
Hours:	20 hours per week
Wage Range:	\$30-33 per hour

Background Information

ENM is the environment hub for the Manawātū region, connecting and inspiring communities to take environmental action.

Understanding that all life is part of a thriving, self-sustaining ecosystem, our vision is that the ecological and human communities in the Manawātū River catchment, are living in harmony.

We provide sector leadership, build capacity and capability, and create community.

ENM is proud to be Palmerston North City Council's go-to group for environmental work. As a member-led group, we work alongside our network to share ideas, get things done, and push for positive change. We lead by example, supporting everyone in their mahi and making sure they have what they need to achieve their goals.

We believe in bringing people together. We help strengthen community connections, provide opportunities to meet others, and create spaces where people can talk about what's needed and work together to find solutions.

We're passionate about protecting the environment, and we know that to make a real difference, we need to stay strong ourselves. We focus on getting the right resources for the community and helping our network groups and locals build their skills. By encouraging learning, working together, and supporting volunteers, we help everyone make a positive impact.

ENM Employment Principles

ENM is committed to being a good employer applying good faith principles and providing a quality working environment, as well as fair, transparent and consistent employment processes.

Our Motivations

- Taking responsibility to care for the environment and each other
- Becoming better Te Tiriti partners
- Collaboration and inclusivity
- A belief that small actions can have a big impact



Purpose of the Position

We want our planet to thrive and continue to provide us with resources for generations to come. This position is all about bringing people together to support and inspire their efforts to create positive change toward a circular economy.

The Circular Economy Lead will use their community-led development skills to support groups and activities that provide circular economy education, and will endeavour build a strong network of community groups who work together to improve local circular economy practices.

Within a community context, the Circular Economy Lead will maintain and/or support the development of initiatives that inspire collective understanding and community sharing, that offer opportunities to get involved, that educate, that upskill the public to make their own contributions and that increase understanding of consumer choice/power.

Responsibilities

Due to the part-time nature of this role, you will not be required to achieve everything in this role all at once but will work closely with the General Manager to prioritise your workstreams strategically.

Supporting the development of our Circular Economy Pou as outlined in the ENM strategic plan means you will be responsible to:

- Build relationships with para kore and mana whenua to support their vision in this space.
- Develop community-led interest in leadership for circular economy projects ENM currently hosts.
- Connect with and support other existing initiatives that are working towards a circular economy.
- Offer support and coordination of connection opportunities for existing and emerging circular economy organisations, member groups and actions.
- Foster community vision & leadership through building a network and helping support development of agreed collective actions.
- Encourage and support new initiatives to form and connect with each other.
- Utilise collective understanding and learnings from local circular economy programmes to build advocacy for local and national policy change, as well as education opportunities or support for resource sharing in the community.
- Maintain and develop ENM's current and emerging recycling initiatives, while working toward developing and supporting community interest and capacity for initiatives to become increasingly community led. This involves communications, developing narratives for change, engaging with people dropping off recycling, volunteer coordination, and coordination of delivery to recycling processors.
- Develop and coordinate the Repair Café committee and assist in delivery of Repair Café events.
- Develop and support community interest, ownership and engagement in stream/public area cleanup activities. Capture and support collective energy of community stream cleaners as this emerges.
- Support individuals and groups interested in joining or adding to the existing Community Composting initiative and developing interest in a potential Compost Collective.

Other Activities

The Circular Economy Lead will:

- Collaborate with the General Manager on setting strategic and realistic workplans.

- Report monthly progress to the General Manager.
- Promote circular economy activities and connect with wider public.
- Help to identify potential funding sources and assist with potential funding applications linked to these.
- Advocate for a circular economy.
- Create and maintain a database of circular economy organisations in the region.

Other activities may be undertaken upon mutual agreement with the General Manager.

Health and Safety

- The Circular Economy Lead will follow ENM Health and Safety Guidelines. They will take all practical steps to ensure their safety at work and report any health or safety issues to the General Manager.
- The Circular Economy Lead will ensure volunteers they engage with understand the Health and Safety guidelines.
- The Circular Economy Lead will take all reasonable steps to ensure the health and safety of participants is maintained at any events/activities they are delivering as part of their role.

Key Results

The key results are informed by ENM's 2024-27 Strategic Plan, and may shift when this plan is reviewed. Success in this role will mean that over time:

- Conversations with mana whenua indicate a mutual willingness for ongoing kōrero, with Mana whenua's aspirations considered an integral part of ENM's development toward supporting a circular economy.
- A network supporting community action for circular economies is established, with a set of agreed collective goals.
- Repair Cafe and Resource Recovery activities are community led and thriving.
- The Repair Café committee is well supported to continue the successful delivery of Repair Café events in Palmerston North.
- Any circular economy projects ENM continues to lead are well thought out and strategic.
- Individuals and groups in the community regularly undertake self-guided clean up events.
- A Community Composting Network is established, with a positive impact on composting practices across our rohe.
- ENM's Circular Economy work meets the best practice expectations as documented in the ENM Strategic Plan.

Key Relationships

- The Circular Economy Lead has a direct reporting line to the General Manager.
- The Circular Economy Lead will work alongside and with other ENM staff and volunteers
- The Circular Economy Lead will support and collaborate with representatives of ENM-associated organisations.
- The Circular Economy Lead will work closely with mana whenua representatives, and local circular economy groups.
- The Circular Economy Lead will build relationships with local government officers and elected representatives, as well as others working in the circular economy space across the country.
- The Circular Economy Lead will on occasion work with members of the ENM Board, funders, sponsors and other stakeholders.

Personal Profile

The Circular Economy Lead will:

- Have a commitment to Te Tiriti o Waitangi, with proven ability to work alongside mana whenua.
- Have experience in supporting communities to develop and undertake common aspirations.
- Have a passion for circular economy and protection of the environment.
- Have strong data collection skills.
- Be a people person, who loves to work collaboratively toward a common goal, with strong networking skills.
- Have excellent time management and proven project management skills.
- Be familiar with managing multi-stakeholder initiatives.
- Have a strategic mindset, strong analytic thinking and demonstrates excellent communication skills.
- Show initiative, self-motivation and flexibility with a willingness to learn and adapt.

